

**REPORT TO MAYOR AND COUNCIL**

**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: April 7, 2015

**SUBJECT: AWARD 2015 WEED ABATEMENT AND V-DITCH CLEANING MAINTENANCE SERVICE CONTRACT TO APEX GRADING INC., IN THE AMOUNT OF \$79,900 (General Fund)**

**Report in Brief**

As an annual fire safety requirement the City of Concord shires contractors to perform weed abatement work on city-owned properties. Weed abatement activity consists of hand-work (such as string trimmers), mowing and discing. Weed abatement activities are followed by the removal of dirt and other debris from V-ditches. Historically, these activities have been performed under separate contracts. The combination of these two functions under one contract will improve staff's ability to manage the program, thereby increasing efficiencies.

Staff recommends that the City Council award the 2015 weed abatement and V-ditch cleaning maintenance service contract to Apex Grading Inc., in the amount of \$79,900.

**Background**

Every year, local property owners are required by the Contra Costa County Fire Protection District to cut or mow weeds that could be fuel for a wild fire. The City of Concord owns numerous properties that fit these criteria, such as Lime Ridge Open Space and Newhall Park. The properties range in size from small lots to parks and large open space areas.

In prior years, the manual weed abatement work was bid separately from the tractor weed abatement work (i.e. discing). Because the work was performed by two different contractors, it was necessary for city staff to coordinate the process. The most time consuming coordination was scheduling the discing after the handwork, so that the chaff could be mulched into the soils. Bidding all of the work through one contractor should facilitate that process and reduce the amount of staff time required to manage the program.

The manual work involves using string trimmers to cut the weeds in areas that are inaccessible to the mechanical work that uses mowers and discing. The manual work cuts the weeds in areas such as around trees, along fence lines and creek banks. Where the chaff cannot be mulched into the soil by discing, it is removed from the area and deposited into large dumpsters supplied by Concord Disposal Service.

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The V-ditch cleaning involves removing dirt, leaves, weeds and trash from these hillside water catching devices. Most of the V-ditches are located at the bottom of hills in open space areas, such as Lime Ridge, Newhall Park or along Rolling Woods Drive.

**Discussion**

The Request for Bid was posted to the City's online website (Public Purchase), on February 27, 2015. The RFB notice was also sent to 32 weed abatement contractors that were listed on the Contra Costa Fire District website. Twenty-three received the notice via email and nine received via USPS.

Bids were opened on March 16, 2015, in the City Manager's Conference Room at 10 am. Two bids were received; Apex Grading bid \$79,900 and Dave Dunn Company bid \$210,560. Staff surveyed potential bidders to understand the reason that only two responses were received. The low number of bid responses was due to a variety of causes including contractors being too busy and the project being too large for some companies.

The total cost for weed abatement work in 2014 was \$77,103. However, the scope of work for this year's bid was expanded to include areas along creeks and the Concord Pavilion. The Pavilion was included this year in an effort to provide a cost savings to Live Nation. Should Live Nation choose to use the City's contractor, the City will be reimbursed for work completed at the Concord Pavilion. For comparative purposes, the cost for weed abatement activity under this bid proposal is just \$45,700 when excluding the new provisions for the Pavilion and creeks. This provides more than \$30k annual cost savings from prior years.

**Fiscal Impact**

Funds for this activity were allocated in Public Works FY 2014/15 annual budget.

**Public Contact**

Posting of the Council Agenda.

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**Recommendation for Action**

Staff recommends that the City Council award a Maintenance Service Contract in the amount of \$79,900 to Apex Grading Inc., of Concord, and authorize the City Manager to execute the contract.

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City Manager

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Reviewed by: Justin Ezell  
Director of Public Works  
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Attachment A – Bid Opening Sheet  
Attachment B – Bid Review Memo

**City of Concord  
Bid Sheet**

**PROJECT RBF #2313**  
**Weed Abatement and V-ditch Maintenance**

**Bid Opening:**  
**Monday,**  
**March 16, 2015**  
**10:00 a.m.**

**City Manager's Conference Room**

Engineer's Estimate: \$80,000

To be awarded: TBD

COMPANY	TOTAL BID
Apex Grading Inc. 4700 Evora Road Concord, CA 94524	W - \$71,900 <u>V-Ditch - \$8,000</u> \$79,900
David C. Dunn Company 1547 Palos Verdes Mall, #282 Walnut Creek, CA 94597	W - \$179,735 <u>V-Ditch - \$30,825</u> \$210,560

**Contact: David Boatwright x3141**



**PURCHASING DIVISION – FINANCE DEPARTMENT\* CITY OF CONCORD (COC)**  
1950 Parkside Drive, MS/07 \* (925)671-3178 / (925)676-2290 FAX

**INTEROFFICE MEMORANDUM**

**To:** David Boatwright, Senior Administrative Analyst  
**From:** Debbie Wellnitz, Purchasing Manager  
**Subject:** Review Memo for Request For Bid (RFB)#2313 – Weed Abatement and V-ditch Maintenance  
**Date:** March 16, 2015

This correspondence is to advise you that I have completed the administrative review for the above RFB and the apparent lowest, responsive, and responsible bidder is **Apex Grading, Concord, CA.**

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy according to the timeline below.

<b>RFB Issued</b>	February 27, 2015
<b>Questions Due</b>	March 6, 2015 @ 4:00 PM [Addendum (if applicable) will be issued & posted on March 9, 2015]
<b>Bid Due Date / Bid Opening</b>	March 16, 2015 @ 10:00 AM PST <u>Bid Submittals &amp; Bid Opening Location:</u> Office of City Clerk-Wing A City of Concord Civic Center 1950 Parkside Drive-M/S 03 Concord, California 94519

The Notice to Bid was published on the City's website via Public Purchase System(which includes over hundreds of registered vendors), posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. **Two (2) companies** submitted a bid by the deadline of 10:00 AM on **March 16, 2015.**

The following table is the results from the bid opening (lowest bidder first):

*Below is a list of bids submitted. An evaluation review process may follow.*

<b>Bidder's Name, Location (order by lowest bidder)</b>	<b>Total Annual Bid Amount (Each)</b>	<b>Bid with Local Vendor Preference 5%</b>
<b>Apex Grading Inc., Concord CA</b> Weed Abatement - \$71,900 V-Ditch Maintenance- \$ 8,000 \$79,900	\$ 79,900	\$ 75,905
<b>David C. Dunn Company, Concord CA</b> Weed Abatement - \$179,735 V-Ditch Maintenance - \$ 30,825 \$210,560	\$ 210,560	\$ 200,032

The bid tabulation is typically posted on the website shortly after the bid opening. I have reviewed each bid submittal for completeness, accuracy, and meeting requirements. The required documents, debarment check, labor compliance requirements, and other pertinent information as part of the ‘Administrative Checklist’ are summarized below for the bid submittals. *(Minor informalities shall be rectified with the bidder(s) if applicable.)*

<b>RFP#:</b>	<b>2313</b>											
<b>Due Date:</b>	<b>3/16/2015 10:00 AM</b>											
<b>Description:</b>	<b>Weed Abatement and V-ditch Maintenance</b>											
Sort by Company Name		<b>REQUIRED DOCUMENTS SUBMITTED:</b> Note: Some items may be considered minor informalities & can be obtained later. (see comments if applicable)										
<b>COMPANY (Proposer's Firm Name)</b>	<b>CONTACT NAME</b>	<b>3 Copies (include 1 original)</b>	<b>Electroni c Copy</b>	<b>Submittal Form Comple d &amp; Signed</b>	<b>Bid Bond (5%)</b>	<b>Debarme nt Check</b>	<b>DIR Registration</b>	<b>Exceptions to Specifications (Exhibit C)</b>	<b>W-9</b>	<b>Addendum</b>	<b>Comments</b>	
1 Apex Grading Inc.	Marcus Jason Fifield, President	√	n/a	√	Yes, Cashier' s ck \$9K	√	#1000015290	√ (no exceptions listed)	√	√		
2 David C. Dunn Company	David Dunn, Owner	√	n/a	√	Yes, Surety Co.	√	#1000014689	√ (there were exceptions listed)	√	√		

You may have received the copy of the bid submittals. If not, you may obtain the bid tabulation and a copy of each submittal by making a request to the Purchasing Division. The bid submittals are subject to your technical evaluation. If costs do not meet budgetary requirements and/or are far from the Project Manager’s cost estimate, the bid may be reissued at the Project Manager’s discretion.

If applicable and a bid bond was submitted, any bid bond in the form of a cashier’s check will be held in the City Clerk’s office until authorized for release.

Upon your review and decision on the selected bid based on ‘best value’ for the City, the awarded contractor may be notified for any additional, applicable requirements and documentation including but not limited to a signed contract, current business license, insurance requirements, and bonds. A purchase order shall be issued once all required documents are submitted and council approval awarded (if applicable) and you may inform the awarded contractor with a ‘Notice to Proceed’ for commencement of work.

Please contact me for any questions and status of your review progress at 925-671-3219 or [debbie.wellnitz@cityofconcord.org](mailto:debbie.wellnitz@cityofconcord.org). Thank you.